

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF DELAWARE**

NOTICE

The following procedures are to be followed in all cases assigned to Judge Judith H. Wizmur.

1. The Local Rules for the United States Bankruptcy Court for the District of Delaware will govern all procedural aspects of the case, unless otherwise specified.
2. All original pleadings are to be filed with the Clerk of the U.S. Bankruptcy Court for the District of Delaware in Wilmington, Delaware. All proposed orders should include an original and a duplicate original order.
3. Courtesy copies of pleadings and motions should **NOT** be sent to Judge Wizmur's chambers in Camden, New Jersey if those pleadings will be included in the binder submitted with the agenda. Courtesy copies of monthly reports also should not be sent to Camden. Orders shortening time or other pleadings not included in the binder for an agenda day should continue to be sent to Judge Wizmur's chambers in Camden, New Jersey. **Pleadings are not to be faxed to chambers**, but may be sent by regular mail, express mail or hand-delivery. The address for hand delivery and federal express is Honorable Judith H. Wizmur, U.S. Bankruptcy Court, Mitchell H. Cohen Courthouse, 4th and Cooper Streets, Room 2020, Camden, New Jersey 08101. Papers mailed to chambers should be directed to P.O. Box 2067 rather than the street address.
4. Stand-alone orders (original and duplicate original) are to be submitted directly to Judge Wizmur's chambers in Camden, New Jersey along with a cover letter explaining the nature of the order. All orders should include a self addressed stamped envelope for return of a signed duplicate order.
5. All fee applications will be considered in accordance with the respective Administrative Order entered in each case and under the Local Rules for the U.S. Bankruptcy Court for the District of Delaware. Final hearings will be scheduled on Omnibus Hearing dates scheduled in the Delaware Bankruptcy Court.
6. Agenda letters are to be filed with the U.S. Bankruptcy Court for the District of Delaware in Wilmington, Delaware. A copy of the Agenda is to be faxed to Judge Wizmur at (856) 757-5052. **No pleadings or correspondence are to be faxed to chambers**. All agendas must be filed with Judge Wizmur two (2) business days prior to the scheduled hearing date, in accordance with Delaware local rules, and should be accompanied by a binder which includes copies of all relevant pleadings for that hearing. Agendas that will not be accompanied by a binder must be filed four (4) business days prior to the scheduled

hearing date. All binders will be returned to the parties at the end of the scheduled hearing date.

7. All proceedings and hearings before the Court will be heard on the assigned dates at the Mitchell H. Cohen Courthouse, 4th and Cooper Streets, Courtroom 4B, Camden, New Jersey. All scheduling requests and other inquiries are to be directed to Nancy Hunt in the Delaware Bankruptcy Court at (302) 573-6062 or by email at Nancy_Hunt@deb.uscourts.gov. No telephone contact shall be made directly with Judge Wizmur's chambers unless specifically instructed otherwise.